

## **Internship with the City of Cleveland Department of Aging's Economic Security Project**

Summary: The City of Cleveland Department of Aging is participating in a national initiative through the National Council on Aging (NCOA) called the Economic Security Project for Cleveland Seniors. The goal of this initiative is to enhance the economic security for senior citizens in need. The project is designed to assist older adults and improve their economic security by providing one-on-one case management assistance. The program and its partner agencies assist seniors with areas such as public benefits, employment, financial counseling, health, legal services, housing and aging network services.

### **Primary Duties:**

- Ability to work effectively in a multi-tasking, highly personalized environment;
- Exercise professional judgment and maintain a high level of confidentiality;
- Identifying and enrolling referred clients who present needs as related to the Economic Security Project
- Provide case management services and follow-up with program participants
- Entering and maintaining information into a data base
- Responding to emails and other administrative duties as assigned
- Participate in outreach activities

**Qualifications:** A High School Diploma or GED is required, some College courses completed in Social Sciences, Business or Public Administration, or closely related field preferred. A valid State of Ohio Driver's License is required.

### **Additional Qualifications:**

- Experience working with diverse populations, experience working with older adults preferred.
- Outgoing, self motivated, patient and able to work with seniors on an individual basis.
- Superior interpersonal and ethical attributes; ability to get along with diverse personalities, tactful, mature, resourceful and flexible;
- Computer proficiency in word processing, Excel, database and Internet.

**Compensation:** Unpaid

**Interested applicants should send an email with their resume and cover letter to [mdebeljak@city.cleveland.oh.us](mailto:mdebeljak@city.cleveland.oh.us) or fax it to 216-664-2218.**